

ADMINISTRATIVE INSTRUCTIONS  
FOR THE  
OFFICE OF LOGISTICS PLANNING CONFERENCE

Sheraton-Fredericksburg Resort and Conference Center  
Fredericksburg, Virginia

7 and 8 October 1986

1. ATTENDEES

Participants at the conference are the D/L, DD/L, EO/OL, C/NBPO/OL, C/B&FB/OL, OL division and staff chiefs, AEO/OL, and Planning Officer, IMSS/OL.

The Planning Officer, IMSS/OL is the conference coordinator.

2. TRAVEL, LOCATION, AND ARRIVAL TIME

Travel to Fredericksburg will be by POV, and carpooling is encouraged. Attendees should obtain domestic travel orders before departure.

Driving distance to the Sheraton-Fredericksburg from [ ] take I-495 to I-95 south (toward Richmond) to Exit 45B (Route 3 west). Look for Exit 45B about 1 to 2 miles after crossing the Rappahannock River. The Resort and Conference Center is on the right immediately after exiting from I-95 onto Route 3.

The parking areas near the entrance marked "5" on the attached floor plan are convenient to both our conference room and reserved guest rooms.

All conference sessions will be held in the Lee Room on the lower level (see floor plan).

Please plan to arrive between 0800 and 0830 so that you can take care of any administrative details and receive room assignments. The conference will begin at 0900.

3. ROOMS AND REGISTRATION

Single rooms have been reserved for all attendees.

The conference coordinator will pick up individual room keys for all attendees from the Front Desk on the morning of 7 October, make room assignments, and return all keys at the conclusion of the conference on 8 October. It will not be necessary for attendees to report to the Front Desk for check-in.

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4. MEALS

All meals will be in a separate area in the Meadows (the smaller of the Sheraton's two dining rooms), except for dinner on 7 October, which will be in the Dauphine. Lunch will be available after closing of the conference on Wednesday, 8 October. Although no dress code is specified and casual dress is acceptable for both dining rooms, the Sheraton prefers no jeans. Please sign for meals by your room number.

5. COFFEE BREAKS

Morning breaks (coffee, danish or doughnut) and afternoon breaks (coffee, tea, sodas) are restricted to the Lee Room, per Office of Security requirements.

6. SOCIAL ACTIVITIES

Shannon's, the Sheraton lounge, is open daily from 1100 to 0100 and features live entertainment nightly beginning at 2100. The hotel management asks that jeans not be worn in the lounge.

7. TELEPHONE MESSAGES AND MAIL

Public telephones are located in the main lobby near the Front Desk and in Lobby 2 on the top level above the Lee Room. Outgoing official calls may be placed on your room bill or made collect. We recommend the latter for ease of contract payment. Outgoing personal calls are your own responsibility.

For incoming official calls, The Sheraton's number is Area Code 703 786-8321. Incoming official messages should be left in the name of the conference coordinator for the first name and/or title of the attendee. Example: Message to Edie for Tony or C/IMSS.

A house phone is available outside the Lee Room for calls within the resort/conference-center complex.

Routine incoming messages will be held at the Front Desk and picked up by the conference coordinator during morning and afternoon breaks and during the lunch and dinner periods. Emergency messages received during conference hours will be delivered directly to the conference coordinator. Those received after conference hours will be directed to attendees (by first name only) in their hotel rooms.

Outgoing mail is picked up at the Front Desk between 1000 and 1100 daily.

8. COPYING FACILITIES

Limited copying is available at the Sheraton at \$.20 per page. It is recommended that you bring adequate copies of handouts or other materials you expect to use.

9. DELIVERY AND STORAGE OF CLASSIFIED DOCUMENTS

A two-drawer Agency safe will be provided in the Lee Room for storage of classified documents. If you choose to have classified documents delivered to the conference, please deliver them to the conference coordinator by COB, 6 October.

10. SECURITY

Although the conference site has been surveyed by OS and approved to hold a classified conference, we are reminded that we should limit classified discussions and documents to the Lee Room during the conduct of the conference.

All classified documents will be stored in a safe in the Lee Room which the conference coordinator will control at all times. The conference coordinator will also maintain control of access to the conference room and public-address room during the conference.

A security briefing will be given at the beginning of the conference, and an inspection of the conference room will be made by OS during the conference.

11. CONFERENCE EQUIPMENT AND SUPPLIES

An overhead projector, slide projector, easel with flip chart, pens, and paper will be provided.

